




Department of Energy
Washington, DC 20585

March 30, 2007

TO: PROGRAM RECORDS OFFICIALS
RECORDS MANAGEMENT FIELD OFFICERS

FROM: LORRETTA D. BRYANT 
ACTING DIRECTOR, RECORDS MANAGEMENT DIVISION, IM-23

SUBJECT: NUMBERED MEMORANDUM RM 2007-12,
REVISIONS TO THE DOE RECORDS DISPOSITION SCHEDULE
CHANGES CHART

We have revised and updated the chart now titled, *DOE Administrative Records Schedules Changes*, (copy attached). This chart is located on the Records Management Division's website (<http://cio.energy.gov/records-management/adminrs.htm>) and documents changes made to Department of Energy's Administrative Records Schedules.

The chart now shows only changes made in the current year and the previous two years. Prior changes were moved to a historical file in IM-23. Changes are in chronological order beginning with the most recent. A column has been added for "Authorizing Document" and minor editorial changes (e.g. "Added closed parenthesis") are no longer included.

Please address questions regarding the revised chart to Mary Ann Wallace at 301-903-147.

cc: RLOs

Attachment

